

GIRL SCOUTS OF MIDDLE TENNESSEE

TROOP EXTENDED TRIP AND TRAVEL INFORMATION

Planning a trip can be an excellent program when the girls are ready for the experience and have a hand in the planning with adult guidance. Part of the fun and value of planning a trip is exploring possibilities and then selecting the trip that is the best choice for the troop. For troops/groups who are really interested in taking an extended trip, the following steps offer a guide for planning. Refer to Volunteer Essentials Appendix: Travel Volunteers.

DETERMINE THE PURPOSE OF THE TRIP

A Girl Scout trip should be a means through which girls can experience the fun, learning and adventure of Girl Scouts. Girl planning and follow up are part of the on-going troop process. Every trip should have a purpose.

TRIP PROGRESSION

Girl Scouts trips should follow a progression that helps ensure that girls are fully prepared for their big adventures. Refer to Volunteer Essentials Appendix: Travel Volunteers. Please note, based on progression, Juniors and older may participate in extended overnight trips.

REQUIRED PAPERWORK

An Intent to Travel form (found in under Travel in the Resources section on the website: www.gsmidtn.org) must be completed for trips of three nights or more and/or trips more than 100 miles outside Girl Scouts of Middle Tennessee's jurisdiction. To view a map of this, refer to the Intent to Travel map located under Travel in the Resources section of the website. Be sure to refer to the Volunteer Essentials leader resource guide. Submit the Intent to Travel form at least three months in advance of planned trip date(s). If you are planning an international trip, submit this form one year in advance of departure date. A "Guide for Traveling Troops" will be mailed upon receipt of the Intent to Travel form which includes all final paperwork due by the given deadline date.

CONTRACTS

All contracts involving money (i.e. car/bus rental agreements, hotel contracts) must be signed by the designated council staff. Please submit any contracts with sufficient time to meet agency deadline to contact listed on the Intent to Travel form. These may accompany the Intent to Travel form or the final approval paperwork.

PARENT PARTNERSHIP

Let the girls share the plans and financing for the trip at a parent meeting. Parents should be informed during all steps of the planning process. Troop must have the proper number of adult chaperones who accept the responsibilities and this number upholds the girl/adult ratio as stated in Volunteer Essentials. If the girls have planned a great trip, you may discover that many parents will also want to go. Try to discourage this, the purpose of a Girl Scout trip is to allow the girls to grow and develop their independence. If every girl has a family member in attendance, this just becomes an extended family trip. If parents feel they have to go for the sake of their daughter, go back and re-evaluate your troop's readiness for this trip.

TAGALONGS

Any tag a long, such as siblings, are strongly discouraged and will not be covered under Girl Scout insurance.

TROOP EXTENDED TRIP AND TRAVEL INFORMATION CONT'D

HAVE THE GIRLS RESEARCH PLACES TO GO AND THINGS TO DO

Suggested sources are the Chambers of Commerce in the cities of interest and state tourist departments. There is also a wealth of information available on the internet (Refer to Computer/Online Safety Activity Checkpoint). Planning a trip to Savannah, Georgia to visit the Birthplace of Juliette Gordon Low? Contact the volunteer resource center (contact information below) for travel, hotel and tour company information as well as help with planning programs at the Girl Scout Birthplace.

TRIP BUDGET

Will the troop have money in the treasury for a trip? Will the Girl Scout Cookie Program and Fall Product Program cover at least half the expenses? If a money-earning activity is needed in addition to the Girl Scout sponsored product sales, refer to Managing Group Finances section of Volunteer Essentials, as well as the Troop Finance section under Resources on the website, www.gsmidtn.org. Troops must then complete the Permission to Conduct a Money Earning Project form. A budget worksheet is available in the Guide for Traveling Troops. Let the girls plan and decide on the trip's budget. Any trip lasting three nights or longer requires additional insurance to be purchased.

GIRL SCOUTS OF MIDDLE TENNESSEE CONTACT FOR TROOP TRAVEL

Volunteer Resource Center
(615) 460-0255
jmatheny@gsmidtn.org

RESOURCES

Refer to the following resources below for more detailed information:

- Girl Scouts of Middle Tennessee website, www.gsmidtn.org
- Girl Scouts of the USA website, www.girlscouts.org
- Volunteer Essentials
- On line Safety-Activity Checkpoints (www.gsmidtn.org, Resources)
- Grade-Level Handbooks
- Leader Guides